

Brown County

305 E. WALNUT STREET
E-Mail: BrownCountyCountyBoard@co.brown.wi.us
P. O. BOX 23600



GREEN BAY, WISCONSIN 54305-3600
6221

PHONE (920) 448-4015 FAX (920) 448-

"PUBLIC NOTICE OF MEETING"

**Pursuant to Section 19.84, Wis. Stats., notice is hereby given to
the public that the following meetings will be held**

**THE WEEK OF
SEPTEMBER 21 – 25, 2020**

MONDAY, SEPTEMBER 21, 2020

- | | | |
|-----------|--|--|
| *10:00 am | Planning Commission - Transportation Subcommittee – <i>Virtual Meeting</i> | See Agenda
For Access Information |
| *2:30 pm | Solid Waste Board – <i>In Person Meeting</i> | Port & Resource Recovery
2561 S. Broadway |

TUESDAY, SEPTEMBER 22, 2020

- | | | |
|----------|--|---|
| *5:30 pm | Land Conservation Subcommittee – <i>Meeting Cancelled</i> | |
| *5:30 pm | Planning, Development & Transportation Committee – <i>In Person Mtg.</i> | Duck Creek Center -
Public Works Dept.
2198 Glendale Avenue |

WEDNESDAY, SEPTEMBER 23, 2020

- | | | |
|----------|--|--------------------------------------|
| *1:30 pm | Benefits Advisory Committee – <i>Virtual Meeting</i> | See Agenda
For Access Information |
| *5:30 pm | Human Services Committee – <i>Meeting Cancelled</i> | |

THURSDAY, SEPTEMBER 24, 2020

- | | | |
|----------|--|--------------------------------------|
| *8:30 am | Aging & Disability Resource Center – Board of Directors – <i>Virtual Meeting</i> | See Agenda
For Access Information |
|----------|--|--------------------------------------|

FRIDAY, SEPTEMBER 25, 2020

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS
TRANSPORTATION SUBCOMMITTEE
Monday, September 21, 2020
10:00 a.m.

Pursuant to Sections 19.85 and 59.094, Wis. Stats, Notice is hereby given to the public that a VIRTUAL MEETING of the BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS **TRANSPORTATION SUBCOMMITTEE** will be held on MONDAY, SEPTEMBER 21, 2020 at 10:00 a.m.

The Public may Access this Virtual Meeting by:

1) Calling 1-415-655-0003; Entering the following Event Number 171 492 0114; and Pressing #. Then, when asked for Attendee ID, Pressing # Again. (for Audio Only Access); or

2) Browsing to this Web Address on a computer or smartphone: www.browncountywi.gov/PCTAttendees; and Entering the following Event Number: 171 492 0114 (for Audio and Video Access). The Event Password should be filled in, but if needed, then Enter 4444; or

3) Physically Going (in-person) to the Brown County Highway Department, located at 2198 Glendale Ave., Green Bay, WI, but strict social distancing will be enforced, and a facial covering is required.

Transportation Subcommittee Members may Attend this Virtual Subcommittee Meeting by:

1) Utilizing WebEx via computer. **PLEASE LOG-IN 15 MINUTES EARLY!**

2) Physically Going (in-person) to the Brown County Highway Department, located at 2198 Glendale Avenue, Green Bay, WI, but strict social distancing will be enforced, and a facial covering is required.

ROLL CALL

(Voting)

Geoff Farr	_____	Doug Martin (Chair)	_____
Sean Gehin	_____	Marty Piette	_____
Steve Grenier	_____	Eric Rakers	_____
Matt Halada	_____	Brandon Robinson	_____
Ed Kazik	_____	Andrew Rowell	_____
Patty Kiewiz	_____	Andy Smits	_____
Tom Klimek	_____	Nick Uitenbroek (Vice-Chair)	_____
Autumn Linsmeier	_____	Vacant – Oneida Nation	_____

(Non-voting)

Megan Zielke (WisDOT – Madison)	_____
Mary Forlenza (FHWA – Madison)	_____
William Wheeler (FTA Region 5)	_____

ORDER OF BUSINESS

1. Introduction of Autumn Linsmeier and Andrew Rowell.
2. Approval of the September 16, 2019 Transportation Subcommittee meeting minutes.
3. Recommendation to the BCPC Board of Directors regarding the Draft 2021 Transportation Planning Work Program.
4. Recommendation to the BCPC Board of Directors regarding the Draft 2021-2024 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.
5. Recommendation to the BCPC Board of Directors regarding the Draft Green Bay MPO 2045 Long-Range Transportation Plan Update.
6. Any other matters.
7. Adjourn.

ANYONE WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 | FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

- PUBLIC NOTICE -
BROWN COUNTY SOLID WASTE BOARD
Monday, September 21st– 2:30 pm
Brown County Port & Resource Recovery
2561 S Broadway, Green Bay, WI 54304

Agenda:

1. Call to Order
2. Roll Call
3. Agenda – *Request for Approval*
4. Minutes – August 17th, 2020 – *Request for Approval*
5. Announcements/Communications
6. CLOSED SESSION (Landfill and Solid Waste Contract):
 - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating terms, conditions, strategy and options regarding a Landfill and Solid Waste Contract.
 - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Solid Waste Board shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating terms, conditions, strategy and options regarding a Landfill and Solid Waste Contract.
 - c. Reconvene into Open Session: The Brown County Solid Waste Board shall reconvene into open session for possible voting and/or other action regarding a Landfill and Solid Waste Contract.
7. South Landfill – *Update*
8. Director's Report
9. Such other Matters as Authorized by Law

10. Adjourn

Dean R. Haen
Director

Any person wishing to attend who requires special accommodations should contact the Brown County Port & Resource Recovery Department at 492-4950 at least two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

PLAN, DEV. & TRANS. COMMITTEE
Dave Landwehr, Chair; Ray Suennen, Vice Chair
Amanda Chu, Norb Dantine, Tom Friberg

PLANNING, DEVELOPMENT & TRANSPORTATION
COMMITTEE

TUESDAY, SEPTEMBER 22, 2020

5:30 PM

**Duck Creek Center – Public Works Dept.
2198 Glendale Avenue - Village of Howard**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of August 25, 2020.

Comments from the Public

1. **Review Minutes of:**
 - a. Planning Commission Board of Directors (August 5, 2020).
2. **Planning & Land Services (Planning, Property Listing, Zoning) - Budget Status Financial Reports for July 2020 (Unaudited).**
3. **Register of Deeds - Budget Status Financial Report for July 2020 (Unaudited).**

Extension

4. Budget Adjustment Request (20-069) Any increase in expenses with an offsetting increase in revenue.

Airport

5. Director's Report
 - a. July 2020 Unaudited Airport Financials.
 - b. Open Position Report.
 - c. Projects Update.
 - d. COVID-19 Update.

Resolutions & Ordinances

6. Alternate Resolution Establishing the Brown County Energy Commission. *Referred from September County Board.*

Communications

7. Communication from Board Chair Buckley re: Explanation why the County needs four Master Electricians vs using Journeyman. This comes to light as there is a posting, I assume to replace a Master Electrician leaving. Also if documentation can be provided on work done in the county that only a Master Electrician would have been able to do or that we hired a private electrical service provider to do maintenance work. I feel that all the Electrician could and should be working together as a team throughout the County. *Held for one month.*
8. Communication from Supervisor Borchardt and Lefebvre re: To take a look at adding protected class regarding vouchers and homelessness. *Referred from Administration Committee.*

Port & Resource Recovery

9. Director's Report.
10. CLOSED SESSION (Landfill and Solid Waste Contract):
 - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating terms, conditions, strategy and options regarding a Landfill and Solid Waste Contract.
 - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the committee shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating terms, conditions, strategy and options regarding a Landfill and Solid Waste Contract.
 - c. Reconvene into Open Session: The committee shall reconvene into open session for possible voting and/or other action regarding a Landfill and Solid Waste Contract.

Public Works – No agenda items.

Other

11. Acknowledging the bills.
12. Such other matters as authorized by law.
13. Adjourn.

Dave Landwehr, Chair

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.



Benefits Advisory Committee

9/23/2020

1:30 – 2:30

Location/Webex meeting

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM ON THE AGENDA.

Pursuant to Sections 19.85 and 59.094, Wis. Stats, notice is hereby given to the public that a VIRTUAL MEETING of the BROWN COUNTY BENEFITS ADVISORY COMMITTEE will be held on September 23, 2020 at 1:30.

The public may access this Virtual Benefits Advisory Committee Meeting by:

- 1) Calling +1-415-655-0003; Entering Access code: 171 352 9036; and pressing # or
- 2) Browsing to this web Address on a computer or smartphone:
<https://bcwi.webex.com/bcwi/j.php?MTID=m76611dd62cca0fc8fcd9758c671500ce> ;
and entering the following Event Number 171 352 9036 (for Audio and Video Access).

1. Call meeting to order
2. Roll Call
3. Review and approve minutes from prior meeting (August 2020)
4. Update on Medical Funding Analysis (Jan, USI)
5. Discuss benefits, recommendations for USI, potential changes
6. Schedule next meeting
7. Adjourn

Janelle Walton, Chairperson

**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD OF DIRECTOR'S MEETING
300 S. Adams St. Green Bay, WI 54301
Thursday, September 24, 2020 8:30 a.m.**

PUBLIC NOTICE OF MEETING

Virtual Meeting Instructions

Pursuant to Section 19.85 and 59.094, Wis. Stats., Notice is hereby given to the Public that a Special Virtual Meeting of the ADRC Board of Directors will be held on Thursday, September 24th, 2020 at 8:30 a.m.

The Public may access this Special Virtual Meeting by:

- 1) Calling 1 (415) 655-0003; Entering the following Meeting Number: 169 293 4528; and Pressing #. Then, when asked for Attendee ID, Pressing # again. (this provides Audio Access)

ADRC Board members may attend this Special Virtual Meeting by:

- 1) Utilizing WebEx via PC or Mac, as instructed. (this provides two-way Audio and Video Access)

AGENDA

Time	Agenda Item	Handout	Action Required
8:30	1. Pledge of Allegiance		
8:32	2. Introductions		
8:35	3. Adoption of Agenda	Yes	
8:37	4. Approval of the minutes of regular meeting of August 27, 2020	Yes	Yes
8:40	5. Comments from the public <ul style="list-style-type: none"> • Must be limited to items not on the agenda • State name and address for the record • Comments will be limited to five minutes • The Board's role is to listen and not discuss comments or take action on those comments at this meeting 		
8:42	6. Finance Report <ul style="list-style-type: none"> a. Review of August 2020 Finance Report receive & place on file. b. Review of Donor Directed Donations 	Yes Yes	Yes
8:50	7. Aging Unit Self-Assessment-Nick Musson GWAAR	Yes	Yes
9:10	8. Directors Report <ul style="list-style-type: none"> a. Health Navigator b. ADRC Phase Back Plan <ul style="list-style-type: none"> i. Open Enrollment ii. COVID-19 Policy c. Board member recruitment d. Equity and Inclusion Planning 	Yes Yes	Yes
9:45	9. Staff Report: Jeremy Slusarek Programming/Grounded Café' Coordinator	Yes	

10:15	10. Announcements a. 85.21 Public Hearing Interest		
10:25	11. Next Meeting – October 22 nd , 2020		
10:30	12. Adjourn		Yes

Randy Johnson, Chairperson
Aging & Disability Resource Center of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: All people are valued, celebrated, and connected to a life of possibilities



SEPTEMBER 2020




SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Public Safety 6:00 pm	2 Ed & Rec 5:30 pm	3	4	5
6	7 Labor Day	8	9 Executive Cmte @ Library 5:30 pm	10 Admin 5:30 pm (Note date change)	11	12
13	14	15 Vets 4:30 pm	16 Special Admin 6:30 pm COUNTY BOARD 7:00 PM	17	18	19
20	21	22 Land Con Cancelled PD&T 5:30 pm	23 Human Services 5:30 pm Cancelled	24	25	26
27	28	29	30			



OCTOBER 2020



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Admin 5:30 pm See October 15	2	3
4	5	6 Public Safety 6:00 pm (Budget & Reg)	7 Ed & Rec 5:30 pm (Budget & Reg)	8	9	10
11	12	13 Land Con 5:30 pm PD&T 5:45 pm (Budget & Reg)	14	15 Admin 5:30 pm (Budget & Reg)	16	17
18	19	20 Vets - 4:30 pm Human Services 5:30 pm (Virtual) (Budget and Reg)	21 (NO COUNTY BOARD MEETING THIS DAY)	22	23	24
25	26		28 Human Services 5:30 pm COUNTY BOARD BUDGET MTG 9:30 AM	29	30	31 Happy Halloween 

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center Board of Directors (July 9, 2020)
- Children With Disabilities Education Board (August 18, 2020)
- Human Services Board (August 13, 2020)
- Neville Public Museum Governing Board (September 14, 2020)
- Supervised Release Committee (September 11, 2020)

To obtain a copy of Committee minutes:

https://www.browncountywi.gov/government/minutes_and_agendas/

OR

Contact the Brown County Clerk's Department

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER BOARD OF
DIRECTOR'S MEETING**

JULY 9, 2020

PRESENT: Randy Johnson, Bev Bartlett, Debi Lundberg, Megan Borchardt, Mary Derginer, Eileen Littig, Dennis Rader, Pat Lassila, Amy Payne

ABSENT:

EXCUSED: Mary Johnson, Robert Johnson, Tom Diedrick, Sam Warpinski

ALSO PRESENT: Debra Bowers, Kristin Willems, Devon Christianson, Christel Giesen, Kimberly Gould, Jeremy Slusarek, Jessi Arvey, John Holzer

Chairperson Johnson called the meeting to order at 8:30 a.m.

PLEDGE OF ALLEGIANCE

INTRODUCTIONS:

ADOPTION OF THE AGENDA:

APPROVAL OF THE MINUTES OF MEETING OF May 28, 2020:

Ms. Littig/Ms. Bartlett moved to approve the minutes of the regular meeting of May 28, 2020. **MOTION CARRIED with no negative vote.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

A. REVIEW AND APPROVAL OF PRELIMINARY JUNE 2019 FINANCE REPORT:

Ms. Bowers referred to the May 2020 Financial Highlights and ADRC/Grounded Cafe Summary Report to demonstrate the expenses and revenues for May 2020 including an update regarding CARES ACT emergency funding due to COVID 19 pandemic.

Ms. Bartlett/Ms. Derginer moved to receive the May 2020 finance report and place on file. **MOTION CARRIED with no negative vote.**

B. REVIEW OF DONOR DIRECTED DONATIONS:

Ms. Bowers reviewed May 2020 incoming Donor Directed donations to Grounded Café.

REPORT OF THE EXECUTIVE & FINANCE COMMITTEE:

Mr. Johnson explained that the Executive & Finance Committee reviewed and approved the 2020 preliminary budget. He noted, however, many line items are estimates as revenues from other sources are still outstanding.

Ms. Christianson referred to the ADRC Budget 2020 PowerPoint to demonstrate initiatives and direction for 2020 including revised structure and positions in preparation for the retirement of 2 ADRC Coordinators. All positions have been reviewed and approved by Brown County HR. This includes:

- Restructure of Administrative Services Coordinator to Admin & Communications Coordinator
- Addition of a Quality & Report Specialist
- Addition of Communication and Design position
- Removal of (1) Office Assistant Position

Ms. Christianson shared the most current information known regarding funding and shared that she is presenting the budget as approved by the Executive Committee for 2020 to the Board of Directors for approval.

Ms. Littig/Mr. Rader moved to approve the report of the Executive & Finance Committee. **MOTION CARRIED with no negative vote.**

2021 ADRC BUDGET PRESENTATION:

Ms. Christianson shared future initiatives and potential focus area for the 2021 budget.

Ms. Bowers shared the 2021 draft budget highlights and information on how Covid 19 is impacting 2020 revenue and expenses. Ms. Bowers communicated that 2020 Older Americans Act funding policy has changed- in response to the pandemic and remaining funding dollars at the end of 2020 can be carried over with various deadlines in 2021.

Ms. Bowers shared that they are presenting a balanced 2021 budget.

Ms. Littig/Ms. Payne moved to approve the preliminary 2021 ADRC Budget. **MOTION CARRIED with no negative vote.**

Ms. Derginer left the meeting at 9:21 AM

DIRECTOR'S REPORT:

A. DECISIONS ON PHASE BACK PLAN-CRITERIA FOR PLAN B:

Chairperson Johnson shared information from discussions with Ms. Christianson, Public Health and Brown County leadership regarding criteria to use to determine when to bring back public and staff back to the ADRC. Chairperson Johnson recommends adding and immediately moving to step 1.5 of the ADRC Phase Back plan. This phase would balance the needs of the organization, staff and customers continue to limit public contact but would accommodate the ADRC's most vulnerable populations by meeting in person those that have no ability to connect to the ADRC via phone or internet.

Chairperson Johnson also recommended that the ADRC Board take all responsibility for any decisions/changes to the Phase Back Plan and would require action/approval by the ADRC Board of Directors.

Ms. Payne/Supervisor Borchardt moved to approve the Phase Back plan dated 7.2.2020 and to move to phase 1.5 effective immediately. **MOTION CARRIED with no negative vote.**

Ms. Littig/Mr. Rader moved to require that any changes or updates to the Phase Back plan be brought to the ADRC Board of Directors for action/approval. **MOTION CARRIED with no negative vote.**

Ms. Derginer joined the meeting at 9:35 AM

B. CUSTOMER SERVICE VIDEO ON ADRC SAFETY:

Ms. Willems shared a video created to orient staff to changes/procedures when returning to the office.

C. AMY PAYNE 2ND 3-YEAR TERM:

Ms. Bartlett/Ms. Littig moved to approved to approve Amy Payne to a 2nd 3-year term on the ADRC Board of Directors. **MOTION CARRIED with no negative vote.**

D. GRIDIRON PARTNERSHIP OPPORTUNITIES:

Ms. Christianson shared that the ADRC would like to explore opportunities to partner with Gridiron. Gridiron is a proposed social innovation housing model that's focus is integrating generations, all income levels, and creating connections between people. It is slated for an Ashwaubenon location following village approval and fundraising. Gridiron will serve persons of all income levels and assist individuals with housing insecurity, young professionals and families.

ANNOUNCEMENTS:

NEXT MEETING – The next meeting will be August 27th, 2020 at 8:30 a.m.

ADJOURN:

Ms. Lundberg/Ms. Littig moved to adjourn the meeting. **MOTION CARRIED with no negative vote.**

The meeting adjourned at 10:31 a.m.

Respectfully submitted,

Kristin Willems,
Administrative Services Coordinator

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, August 18, 2020

Board Members Present: : S. King, L. Franke, B. Clancy, K. Lukens, J. Wieland, J. Jansch, C. Erickson

Excused: J. Mitchell

Others Present: K. Pahlow, A. Nizzia, S. Johnson, C. Maricque, D. Armbruster, J. Titera, M. Brick, E. Nuthals

Action Item: Call to Order

1. Action Item: Call to Order
Scott King called the meeting to order at 3:30 PM
2. Open Forum - None
3. Action Item: Approval of the July 21, 2020 Board Meeting Minutes

Motion made by J. Wieland, seconded by L. Franke, that the minutes from the July 21, 2020 Board meeting be approved. MOTION CARRIED UNANIMOUSLY.

4. Action Item: Approval of Agenda

Motion made by J. Jansch, seconded by L. Franke, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.

5. Action Item: Donations
A. Nizzia highlighted donations from the Green Bay Packers, De Pere Christian Outreach, and De Pere's Men's Club. Donations are from private donors.

C. Erickson will share a link for COVID related grants.

Motion made by J. Wieland, seconded by J. Jansch, that the July/August donations be approved. MOTION CARRIED UNANIMOUSLY.

6. Action Item: Payment of Bills
The payments for July included annual maintenance agreements.

Motion made by L. Franke, seconded by J. Jansch, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.

7. Action Item: Financial Report
C. Maricque reviewed larger variances for the year in the areas of Building and Site Maintenance, Special Education Teachers, Substitutes and Transportation.

Motion made by J. Wieland, seconded by L. Franke, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.

8. Action Item: General Fund Transfer to Special Education Fund

Motion made by B. Clancy, seconded by J. Wieland, that the transfer of

August 18, 2020

\$2,444,745.75 from BCCDEB's General Fund to BCCDEB's Special Revenue fund to cover the Special Revenue fund negative balance be approved.

9. Action Item: Bus Contract

The contract terms are the same as in prior years with a 2.5% increase in costs.

Motion made by J. Wieland, seconded by J. Jansch, that the Board approve the 2020-2021 contract with Lamers Bus Lines.

10. Action Item: Leave of Absence

Instructional aide requested a one-year unpaid leave of absence due to COVID.

Motion made by J. Jansch, seconded by L. Franke, that the Board approve Jackie Ley's request for a one-year leave of absence. MOTION CARRIED UNANIMOUSLY.

11. Action Item: Resignation

Brian Kohls resigned due to the inability to work the necessary cleaning schedule of 2-10 pm.

Motion made by J. Wieland, seconded by K Lukens, that the Board approve Brian Kohls' resignation from the Housekeeping position, effective August 31, 2020. MOTION CARRIED UNANIMOUSLY.

12. Action Item: Start of School on September 1, 2020

K.Pahlow informed the Board that our Administrative Team is recommending that we start the 2020-2021 school year remotely based on the following:

- Districts have been waiting for a Department of Health Services document regarding gating metrics that would help determine if school should start in person or remotely. This document has been delayed several times and still has not been released. In its absence, our Administrative Team determined that we were no longer able to wait and needed to make a recommendation to the Board so our parents and staff can plan accordingly.
- Consultation with our medical consultant and the local De Pere Health Department. (During this discussion, De Pere Health Nurse Debra Armbruster and Syble Hopp School Nurse Erin Nuthals shared information with the Board regarding the metrics being used both locally and nationally to monitor community spread, outbreak procedures and support provided by local healthcare providers.)
- Percent of students attending Syble Hopp that have health conditions that make them moderately or high risk (paired with the inability to require all students wear masks).
- Number of our student's family members (siblings) that will be returning to school in a variety of plans throughout the community at the same time and may be exposed to the virus. Which could have an impact on what we see at our school, despite the safety measures of our reopening plan.
- Number of students that would be entering school at one time with the community spread rate being high risk and a concern from our medical consultant that he is seeing a lack of social distancing, masking and quarantining in the local communities.

August 18, 2020

- Opportunity to watch and monitor the opening of the other seven school districts we serve to see if they are successful in opening without outbreaks that cause closures
- Administrative concern regarding the ability of local health departments and medical providers to respond to our needs when seven (7) Brown County School Districts will all be opening at the same time.

Included in the recommendation to start remotely, administrators are seeking approval to:

- Monitor the openings of school districts in our area to see how things go with their start regarding outbreaks and healthcare response.
- Monitor the metrics being used by local, State and National health departments and medical providers to determine community spread and risk. (Including DHS/DPI gating metrics if they are released)
- Keep our building open for staff to return to work and have access to their classrooms and necessary equipment and supplies, teachers and therapists have the ability to provide 1:1 (and potentially small group) services and instruction where determined appropriate through the IEP process and parent/student meetings.
- Return to the September 15, 2020 Board meeting with data and information gathered during the remote start for further review and decision making.
- Potential Scheduling of an additional Board meeting to vote on an administrative recommendation.

Motion made by J. Wieland, seconded by J. Jansch, that the Board approve Administration's recommendation regarding the start of school on September 1, 2020.

13. Action Item: COVID 19 Policy

The Staff Handbook Appendix policy regarding expectations to items related to COVID-19 was reviewed and recommended for approval.

Motion made by B. Clancy, seconded by K Lukens, that the Board approve the COVID 19 Policy – Appendix to the Staff Handbook.

14. Discussion Item: Administrator's Report

Sarah Johnson, shared the federally mandated Title IX policy changes.

Abbie Nizzia shared that we are setting up the iPads for one on one iPad distribution the first week of school.

Carolyn shared that the audit is coming up.

Kim shared that we have informed Lamers Bus Company and West De Pere Food Service that we were recommending that we start remotely. Meetings will be held with to determine how they can service us during the closures through meal and academic supplies/materials delivery and potential student transportation for therapy and/or 1:1 instruction.

August 18, 2020

15. Discussion Item: Parent Organization Report

Parents will be holding virtual meetings this year.

16. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting of other specified public business, whenever competitive or bargaining reasons require a closed session.

Motion made by J. Jansch, seconded by J. Wieland, that the Board move into Executive Session at 4:45 PM. MOTION CARRIED UNANIMOUSLY.

Board returned to open session at 4:50 PM.

17. Action Item: Adjournment

Motion made by J. Jansch, seconded by B. Clancy, to adjourn the August 21, 2020 Brown County Children with Disabilities Board meeting at 4:50 PM. MOTION CARRIED UNANIMOUSLY.

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, August 13, 2020 at Brown County Central Library, Auditorium; 515 Pine Street; Green Bay, WI 54301

Present: Supervisor Tom Lund, Chair; Michael Conley-Kuhagen; Supervisor Lindsay Dorff; Kathryn Dykes; Craig Huxford; Laura McCoy, Vice Chair; Supervisor Randy Schultz

Excused: Eric Johnson; Finance Manager

Also Present: Erik Pritzl; Executive Director
Samantha Behling; Hospital & Nursing Home Administrator
Jenny Hoffman; Community Services Administrator
Cathy Foss; Office Manager

1. Call Meeting to Order

The meeting was called to order by Supervisor Lund at 6:00 pm.

2. Approve / Modify Agenda

McCOY / DORFF moved to approve the August 13, 2020 agenda.
The motion passed without a negative vote.

3. Approve Minutes of July 9, 2020 Human Services Board Meeting

McCOY / CONLEY-KUHAGEN moved to approve the minutes dated July 9, 2020. The motion passed without a negative vote.

4. Overview of Health & Human Services Department

Due to the number of newer Human Services Board members, Erik Pritzl, Jenny Hoffman and Samantha Behling provided a high-level overview of the department. The presentation was a shortened version of our department's new employee orientation.

Erik Pritzl, Executive Director, shared that the Health & Human Services Department has over 600 employees (the equivalent of 500 full-time employees) which is just under 30% of the County's workforce. The Department is divided into four divisions: Community Services, Public Health, Community Treatment Center, and Business Operations.

Employees are spread out across the county working in various locations including Sophie Beaumont Building, Community Treatment Center, Northern Building, Shelter Care, Law Enforcement Center, Duck Creek (Public Works Facility), and even within St. Vincent Hospital.

The Business Operations Division processes and reports revenues and expenditures. This division manages approximately \$50M in non-property tax revenues that come through our department – some federal dollars, but mostly State funding.

Jenny Hoffman, Community Services Administrator, shared about the Community Services Division she oversees.

The Community Services Division has over 280 employees in five different program areas, with five managers, and 26 supervisors.

One program area is Behavioral Health Services. There are approximately 80 employees including Behavioral Health Supervisors, Nurses, Licensed Practical Nurses, Social Worker/Case Managers, Clinical Social Workers/Professional Counselors, and Psychiatrists.

Children, Youth and Families Program Area encompasses Child Protective Services, Foster Care, Volunteer Services, Child and Adolescent Behavioral Health Unit, Youth Justice and Shelter Care. There are approximately 115 employees in this program area including Social Worker Supervisors, Social Worker/Case Managers, Psychologist, Behavioral Health Clinicians/Specialists as well as administrative and clerical support.

Criminal Justice Services is our newest program area in Community Services. This area includes pretrial services (report center), treatment courts, and re-entry services. There are approximately 13 employees including a Supervisor, Social Worker/Case Managers and clerical support.

Economic Support Services program area has approximately 73 employees who determine eligibility benefits for low income consumers. These benefits include childcare assistance, Medicaid, FoodShare, and energy assistance. One of our Economic Support Specialists is stationed at St. Vincent Hospital to provide assistance with Medicaid applications. We have a fraud unit that works alongside two Brown County Sergeants who do the welfare fraud investigations. Our Economic Support Services Program Area is the lead agency of the five-county Bay Lake Consortium that includes Door, Oconto, Marinette, and Shawano.

Contracts and Provider Relations has 3 employees and they oversee all department contracts for client services and ensure compliance with regulations.

Pritzl spoke briefly regarding the Public Health Division whose oversight is managed by the Board of Health. There are approximately 41 employees spread over two locations: Duck Creek (Public Health Sanitarians and Environmental Lab) and Sophie Beaumont (Community Engagement, Nurse Management, and Clerical). Public Health handles environmental testing including water samples, inspects licensed facilities (restaurants, hotels, public pools, etc.), collects samples and educates the community regarding communicable diseases, works within the community along with healthcare partners to complete the Community Health Assessment every two years to determine initiatives.

Samantha Behling, Hospital & Nursing Home Administrator, spoke regarding the Community Treatment Center. This division has over 200 employees providing 24/7 service to our community. These employees include medical doctors, psychiatrists, nurses, certified nursing assistants, licensed practical nurses, food service workers, social workers, and clerical. Units include Food and Nutritional Services, Social Services, Registered Occupational Therapy, Health Information Management, Electronic Records Management, and on-site laboratory.

There are three inpatient residential units at CTC. Nicolet Psychiatric Center is a 16-bed, locked, psychiatric unit with approximately 53 employees with oversight by a Director of Nursing. Bay Haven is our 15-bed crisis stabilization Community Based Residential Facility. Brown County's focus in this area is emergency mental health services providing a safe place for community members to go in the midst of a life crisis. Bayshore Village is a 5-Star rated, licensed, skilled nursing facility (nursing home) with 63 beds and approximately 90 employees. Their primary focus is to work closely with Adult Protective Services to provide a safe haven of both short- and long-term care to members of our community. Oftentimes our residents have been turned away from other facilities due to financial reasons or mental health diagnoses.

Board Member McCoy thanked the presenters for providing the overview.

McCOY: I just want to thank you for doing this; it is exactly what I needed to help me with familiarity (of programs) and see the (number) of people. It's very moving to me to know all of this is going on in my community. That these (programs) are responsive to the needs of the community I live in, and the hundreds of people working on this every day. I really connect with that.

HUXFORD / SCHULTZ moved to receive and place on file the Overview of Health & Human Services Department. The motion passed without a negative vote.

5. Executive Director's Report

Executive Director Erik Pritzl provided an overview of his report for the month of August:

General Updates

- Crisis Assessment Center located at Community Treatment Center — we have completed the pre-construction pieces and the construction trailer is on site. We have not started construction yet but are looking to start this month with a goal is to be operational by end of March 2021.
- COVID-19 and Department Services — we continue to offer services virtually, and there are many reasons to continue to do so. We do not want to lose groups of staff due to close contact; we provide staff with weekly updates based on DHS trends, and we are looking for the activity level in Brown County to go from high down to moderate or low for an extended period.
- Continue to work across divisions to help Public Health. Our Business Operations Division, Health Information Management Unit and other various clerical staff are assisting them with a data entry project.

Secure Residential Care Center for Children and Youth (SRCCCY)

This is a facility the state is sponsoring with dollars/grant funding to replace Lincoln Hills and Copper Lake; Brown County was awarded \$40M. This facility would pull youth from the Brown County Jail into their own facility; a 24-bed secure residential center and 32-bed secured detention facility. We are still working on our response to Department of Corrections as we need to see an agreement that meets the standards set by Brown County Board of Supervisors last fall. We need to understand how this impacts land, and operational costs going forward. We like the idea of the project for serving the youth of the region. Racine County appears to be continuing with their plans for a facility. Milwaukee County is more than likely not going to continue, and Dane County is probably putting their project on hold.

Lund: That defeats the purpose of the facility being regional if you are only going to have two in the whole State. If you are trying to get rid of the Lincoln Hills model, you need to have more than two in the whole State. How is a 36-bed facility going to be able to take care of half the State? It won't.

Pritzl: There would be a lot of children not being served in these facilities that are served in other places. Counties are working hard to come up with other alternatives. In terms of the plan endorsed by the grant committee, based on studies, it is not the same plan anymore. They need to look at the overall plan again; especially the State facilities, they have to build more secure Type 1 Facilities. They do not have one of those being built right now either, and the timeline to close Lincoln Hills is July 1, 2021; which obviously cannot happen.

We are still working on our proposal. We are not investing dollars into pre-construction activity until we know that we have something that will work with us and the State.

Dorff: Do you feel confident at this point it will move forward or do you feel it is still up in the air?

Pritzl: I think because of what Supervisor Lund described; it is going to be difficult for them to figure out how to move forward. We already knew with the four facilities there was not enough capacity; and now we are down to potentially two. That creates a lot of challenges, and they also have to figure out their own facilities.

Dorff: Do you feel confident we will be moving forward with the Brown County facility?

Pritzl: When we get an agreement we are comfortable with, I think we could.

Dorff shared regarding her experience working with students who had been at Lincoln Hills and came back after being removed far from our community and returning in crisis mode. She feels it would be a benefit to have a facility locally so students wouldn't have to go so far away from their families.

- Pritzl: We would like to keep our youth here and also serve the region – the counties around us. and keep our youth locally
- Huxford: Is Brown County prepared to take on a larger role since the number of facilities shrunk from four to two? Other than the original goals and numbers?
- Pritzl: We would have to do a rough estimate all over again. I don't think so... that would be more risk to take on.
- Lund: It seems when the State has a shortfall, it often falls back on the County to pay for the shortfall. That really is the only hinderance to the project proceeding; it has bi-partisan support. We just have to have the funding.
- Huxford: That was the whole idea, that it wouldn't be a burden on Brown County.
- Pritzl: Correct, that is why we have done pro-forma budgets as part of our proposal to be transparent as to the rate we will need to look at so other counties can be made aware. We know what it would look like serving our youth; basically, serving other counties it adds up to zero. It's not a profit, but we want to be sure we get our costs covered with those rates being set, so we don't have to pay for, as Brown County, the public's cost.

SCHULTZ / DYKES moved to receive and place on file the Executive Director's Report for August 2020. Motion carried without a negative vote.

6. CTC Administrator Report including NPC Monthly Report

Samantha Behling, Hospital & Nursing Home Administrator, highlighted items from her report.

COVID-19

CTC continues to offer testing opportunities to employees at the campus, as well as those who visit there on a regular basis. We plan to offer the tests at least every 2 weeks with testing supplies provided by the State. We have had a couple of our employees who received positive results through our testing who decided to confirm their results with testing within the community and both were found to be negative. Employees continue to be screened for symptoms daily. Residents at CTC are checked twice daily for symptoms and to-date, none of our residents have been found to be positive. We believe our practices allow us to quickly identify and isolate cases.

Regulatory Concerns

Our Infection Control survey was deficiency free. We could receive other on-site surveys from the State or CMS depending on our reporting for COVID, it could trigger a concern. At CTC we are obligated to submit self-reports when events happen (e.g., resident/resident altercation), and we filed one in February. The State spent time on-site in July, commended our investigation and no deficiencies were found.

Other Business

The nation as a whole is looking at point-of-care testing, or rapid testing of COVID-19. The CTC has a CLIA waiver, which allows a facility to do various lab testing on-site, we can obtain a machine to do rapid testing of COVID-19. We will continue to investigate and learn more as they become available.

Construction is planned but has not started on the Crisis Assessment Center. Our initiative is to have basic medical screening on-site to build efficiency in the Crisis Assessment Center system. We have a workgroup looking at whether that position would be an APNP or RN; what the procedures look like; and whether we have the community's "buy-in" to meet our goal. Now that we have drafted procedures, the workgroup is planning to set up one-on-one time with various emergency room physicians and local psychiatric hospitals, to have more in-depth conversations about our plans and find any concerns.

Schultz: Could you define medical clearance?

Behling: Our terminology is more medical screening -- making sure a client is stable enough for admission and will see a doctor within 24 hours.

CTC's EMR Coordinator, Genny Willemon, has been selected as President of Northeastern Wisconsin Healthcare Emergency Readiness Coalition (NEW HERC).

McCOY / DORFF moved to receive and place on file the CTC Administrator Report for August 2020. Motion carried without a negative vote.

7. Appointment of Human Services Board Member to Monthly CTC QAPI Committee

The QAPI (Quality Assurance Performance Improvement) Committee meets monthly and consists of unit managers who examine initiatives, measurable data and select what our focus will be for improvement. There is also a quarterly meeting where contracted providers are included; QAPI meetings can be attended in-person or virtually.

McCOY / SCHULTZ moved to nominate Board Chair Supervisor Tom Lund as the Human Services Board Member Appointment to the CTC QAPI Committee. Motion carried without a negative vote.

8. Appointment of Human Services Board Member to Monthly CTC Grievance Committee

The Grievance Committee meets intermittently; only when a client or resident files a grievance and there is a concern. If a client submits a concern, an established, unbiased group meets to discuss for regulatory reasons. This meeting can be attended in-person or virtually.

McCOY / SCHULTZ moved to nominate Citizen Board Member Katie Dykes as the Human Services Board Member Appointment to the CTC Grievance Committee. Motion carried without a negative vote.

9. Appointment of Human Services Board Member to Medical Staff Committee

Led by the Clinical Director, this monthly meeting includes Directors of Nursing, Medical Director, APNPs, Hospital & Nursing Home Administrator, and Executive Director. These meetings are required by policy, and are for discussion of initiatives, and review of various needs. Hospital Surveyors do review minutes of these meetings.

DORFF / HUXFORD moved to nominate Citizen Board Member Vice Chair Laura McCoy as the Human Services Board Member Appointment to the Medical Staff Committee. Motion carried without a negative vote.

[Citizen Board Member Michael Conley-Kuhagen excused himself from the meeting at 7:14pm]

10. Re-appointment/Appointment of Staff to Medical Staff Committee

- Re-appointment of Dr. Mannem
- Re-appointment of Nicole Welter, APNP
- Re-appointment of Brittany Walczyk, APNP
- Re-appointment of Laurie Schaumburg, APNP
- Appointment of Suzette Bornemann, APNP

HUXFORD / DORFF moved to re-appointment and appointment the above to the Medical Staff Committee. Motion carried without a negative vote.

11. Financial Report for Community Treatment Center and Community Services

Erik Pritzl shared as we go through the 2021 Budget process, we are constantly looking at the current budget. For Community Treatment Center, at this point in time there is a positive variance; the Community Services side has a slight negative variance. The negative variance would be due to higher purchased services costs which includes out-of-home care costs and institutional costs for mental health stays. We estimate by the end of the year, both areas will be back in the positive.

DYKES / SCHULTZ moved to receive and place on file the Financial Report for August 2020. Motion carried without a negative vote.

12. Statistical Reports a, b, & c

- a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Center
- b. Child Protective Services — Child Abuse/Neglect Report
- c. Monthly Contract Update

DORFF / McCOY moved to receive and place on file all statistical reports under item #12. Motion passed without a negative vote.

13. Request for New Non-Contracted Provider & New Provider Contract

DORFF / McCOY moved to receive and place on file the Request for New Non-Contracted Provider & New Provider Contract Reports for August 2020. Motion passed without a negative vote.

14. Adjourn Meeting:

DORFF / HUXFORD moved to adjourn. Motion passed without a negative vote.

Chair Tom Lund adjourned the meeting at 7:19pm.

Next Meeting: Thursday, September 10, 2020 at 6:00pm.
Brown County Central Library; Auditorium
515 Pine Street
Green Bay, WI 54301

Respectfully Submitted,
Catherine Foss
Office Manager

NEVILLE PUBLIC MUSEUM

Of Brown County



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the Brown County Neville Public Museum Governing Board was held at 4:30 p.m. on Monday, September 14, 2020 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Tom Sieber, Cassandra Erickson, Tom Friberg, Kramer Rock
ALSO PRESENT: Kevin Cullen and Beth Kowalski Lemke
EXCUSED: Sandy Juno, Kasha Huntowski and Alex Renard

CALL MEETING TO ORDER

1. Chair Kuehn called the meeting to order at 4:35PM.

2. **APPROVE/MODIFY AGENDA**

Motion made by Tom Sieber and seconded by Kramer Rock to approve the agenda.

3. Museum Director Report. Museum Director Lemke opened the meeting with a daily snapshot of August's attendance and revenue. She reported optimism despite the current and ongoing challenges with Covid-19. She was happy to report two very strong Saturday attendance and revenue days in September which is usually the quietest month of the year for visitation. She shared from the guest services perspective that online ticketing is working, patrons are following the rules for social distancing and the sanitation policies in place are working.

Museum Director Lemke introduced the 2021 -2025 Museum Goals and Strategies. She acknowledged former Supervisor Paul Ballard for his review, recommendations and guidance in shaping the plan. She informed the Board that the department has been using the Empathic Museum Maturity Model since 2017. She and Deputy Director Cullen shared that the plan in its updated written form is a continuation of what the team has been doing since 2015, striving for award winning temporary exhibits and programming that embrace difficult social history. They reinforced that the plan reflects highly on professional best practices of the museum staff and on the Greater Green Bay community, providing valuable contributions to public understanding of our region's past and Wisconsin's past. The plan also uses national data of museum goals to benchmark exhibits and programming among peer institutions and guides staff in decision making for the future.

Much discussion ensued, Motion by Cassandra Erickson, second by Tom Friberg to approve the Neville Public Museum Goals and Strategies 2021-2025 with the grammatical modifications. The Board unanimously approved the document.

4. Such other matters as authorized by law:

Director Lemke updated the Board that Bluewater Studio would be back onsite Monday, September 21, 2020 for a warranty repair in Exposed Collections. She informed the Board that the Neville Public Museum Foundation was funding the stripping and resealing of the Byrom Manger Gallery floor on September 28, 2020 in advance of the 75th Art Annual exhibition. She also shared that she was waiting on a quote for additional locks for the front doors that were approved for fire egress and that she had an additional solution for protecting the first floor glass windows and front doors that would be achieved before winter.

Discussion ensued, no action taken.

The next scheduled meeting of the Neville Public Museum Governing Board will be October 12, 2020. 2020

meeting dates are as follows: November 9, 2020, and December 14, 2020. Discussion ensued, no action taken.

5. Adjournment. Chair Kuehn, called the meeting to an end at 5:35 PM. Motion made by Tom Sieber and seconded by Cassandra Erickson to approve.



NEVILLE PUBLIC MUSEUM

OF BROWN COUNTY

Bridging Communities • Connecting Generations

Neville Public Museum Department Initiatives, Goals and Strategies 2021-2025

Mission: The Neville Public Museum of Brown County is an accredited cultural institution that champions history, science and art. Located in downtown Green Bay, Wisconsin, the museum is dedicated to the collection and preservation of significant objects relevant to Northeast Wisconsin and the Upper Peninsula of Michigan. The museum seeks to bridge these multi-generational regional communities, through engaging exhibitions and dynamic programs.

Vision: The Neville Public Museum fosters a culture of inquiry and continuous learning of its core collection while integrating new technologies to expand audience reach and move our mission forward.

Value: Bridging Communities. Connecting Generations.

Culture: The Neville Team engages in mutually beneficial, collaborative community partnerships that provide accessibility to the citizens of Brown County through a world class collection, while demonstrating relevancy across a variety of programs, exhibits, and conversations with our patrons.

Summary: How Did We Get Here? The Neville Public Museum began over a century ago, in 1915, with a small exhibit organized by the former Green Bay Art Club in the downtown Kellogg Library. The exhibit was very popular and quickly outgrew its basement room.

By 1927, thanks to the generous support of the Neville family, a new Museum was built — the Neville Public Museum. The exhibits and rapidly growing collections quickly outgrew this building, too.

In 1980, in a community-wide show of support, Brown County voters approved a tax levy to fund the construction of a new Museum building. The current Neville Public Museum building paid for by the City, the County and the Neville Public Museum Foundation opened to the public on April 9, 1983. With the new building came new management arrangements.

The County took over fiscal and operational responsibility, as well as ownership of the building and collections. The Neville Public Museum Foundation agreed to continue to raise funds for future exhibits and programs. The strong public/private partnership between the County and the Neville Public Museum Foundation continues to date. Each year the Foundation directly

contributes to the museum's budget in support of the exhibits and programs, sometimes considerably more depending on the make-up of the exhibit schedule for a given year.

In August of 2020, after sixteen months of hard work, the Neville Public Museum is proud to welcome visitors to the renovated core gallery. The *Generations Gallery* is filled with public favorites, such as Stompy the Mastodon and the Ice Harvesting video in their new environment as well as brand new displays featuring exposed collections and art from the permanent collection only seen in collections storage until this day.

Now that the renovated *Generations Gallery* is open to the public our department's focus will shift to long term goals of reaccreditation, future digital media strategy and the development of a community engagement plan. The community engagement plan with emphasis on increasing attendance, and revenue streams, will work with strategic partners utilizing collections housed at the Museum for the long-term success of our cultural institution.

Staff will use the data from the American Alliance of Museums 2020 Annual Survey of Museum Goers to set goals and strategy. Our sample size = 272±6.1% margin of error, at 95% confidence level and this margin of error is small enough to have confidence in the larger differences. Our response rate: 4.7% which is higher than the overall average of 2%.

Our respondents were significantly less likely to say our exhibits are engaging. Respondents were significantly more likely to say the Neville Public Museum contributes to the quality of life in the community and are somewhat more likely to say the museum helps people in the community.

Additionally, our respondents were significantly more likely than the overall results to say the Neville Public Museum can improve by offering more meaningful exhibits that change more often, a wider variety of programs, and provide more community outreach.

The top responses were that the Neville Public Museum tells the story of the community, preserves collections for the future, and provides access to art and culture. Our respondents' top hopes include learning more about something specifically of interest or seeing something rare or unusual.

Although our organization shares both history and science, our respondents tracked the results from all history museums more closely than science museums. Respondents also presented as more progressive than most museum-goers in that they were more likely to want inclusive content, think museum can take a position, and want museums to do more to engage a broader audience compared to the broader population. Our respondents are clearly curious individuals who are active lifelong learners ... and reaping the benefits of that engagement.

Using this current data staff will take unconventional approaches to identify holes in the collection and new opportunities to engage the community in contemporary social history, science and art matters both in person and through digital media.

The 2020 Annual Survey of Museum Goers data was collected before March of 2020. Museum Director Lemke is recommending participating in the 2021 Annual Survey of Museum Goers to gather data during Covid-19 to be used in updating this document on an annual basis.

Initiative: Education, Interpretation and Community Engagement

Goal: Focus on stabilizing revenue and increasing attendance to the Museum.

Strategies:

1. Embrace the Empathic Museum Maturity Model to better reflect and represent the values of our community.
 - a. Move beyond "ensuring mission and vision reflect civic role" to "become the key civic player focused on civic engagement with responsibilities for awareness of social justice."
 - b. Advance from "exploring authentic ways to be part of the community" to "exercising soft power in the community with dedicated staffing and project resources."
 - Offer professional development for individual team members and as a whole staff. Examples include hosting trainings with UWGB's Multi-Ethnic Student Affairs, Disability Services, and Pride Center offices; and online webinars and classes to learn specific strategies we can apply to programs and exhibits.
 - Take deliberate stances on issues of social justice and inclusivity and share within our exhibits and online presence.
 - Refocus our outreach efforts to focus on ways to get information and passes into the hands of people who need them (such as resources like food pantries, rental and housing assistance centers, CPS/APS, and other public services).
 - c. Enact long range plan to ensure sustainability of this transformation to move beyond initiatives that consist of short-term programs or exhibits and develop an understanding that equality in representation is the responsibility of all staff.
 - Audit our collection to identify gaps and missing stories and develop a strategy for proactively acquiring artifacts that will allow us to tell the whole community's story. Place a moratorium on general donation-collecting during this time if needed.
 - d. Revisit and revise institutional policies to prioritize internal transformation.
 - Review Chapter 5 of the Collections Management policy and consider artifacts from unrepresented populations are specifically sought-after. Focus on this type of collecting at the expense of artifacts that contribute to stories we already have good artifacts to tell, with the knowledge that every accessioned item takes the place of another item that could be accessioned later and that our space is finite.

- During the exhibit planning process, deliberately choose topics and presentation methods that challenge traditional viewpoints and further social justice and diversity issues in our community and nationwide.
 - Continually revisit the outdated notion that the museum should be a "neutral voice" and, while presenting all viewpoints, don't shy away from siding with scientifically proven and socially accepted stances.
- e. Move beyond "securing partnerships with other anchor institutions fully integrated with community issues" to "nurturing reciprocal, community-driven relationships with local organizations that link the museum to local/national/global issues relevant to the surrounding community."
 - Widen the groups we partner with to include other community-based advocacy organizations. Start by drafting a list of all known organizations in the community and reach out from there.
 - Review previously established partnerships. If the partnership is no longer furthering the mission of the museum and the goals in this document have a critical conversation regarding the future.
 - Seek out community groups in the present to cultivate relationships for future projects – don't wait until there is a specific need.
- f. Challenge Traditional Performance Measures that focus on outputs, attendance and revenues and increase reporting to be more widespread and transparent.
 - Logging visitor answers to a question like "what did you come to see today" or "why did you decide to come here" as we do with zip codes so we can gauge exactly what drives attendance to then influence what types of exhibits we should have in the future.
 - Develop a "satisfaction-based" overall visitor assessment and recognize that a smaller-but-happy audience is better than a larger-but-unsatisfied audience in the long run.
- g. Commit future resources to continued impact assessment along with attendance and revenue to continuously assess and redefine public value impact.
 - Review trends within museums on a national scale – look for exhibit and program types that are popular, trace the positions they're taking on issues and how they're developing programs based on current events, reach out to colleagues who have worked on projects similar to those we are hoping to do, etc.
 - Plan for a yearly or bi-yearly assessment such as the AAM survey recently completed. Comparing results from year-to-year will be vital to learning whether our visitor's perceptions have changed as we modify our strategic planning.
- 2. Cultivate three-year temporary exhibit program plan along with Neville Public Museum Foundation funding requests.
 - a. Temporary Exhibit Plan will adhere to and amplify on the core message of "Bridging communities. Connecting generations" to involve the community and drive social change.

- Truly embrace the “bridging communities” part of our messaging by reflecting the diversity of the community in the diversity of our exhibits, collections, and programming.
 - Challenge staff to submit proposals for exhibit ideas that reflect the diversity in our community. Proposals should be developed in a uniform format and addressed in bi-monthly exhibit meetings.
 - Utilize the exhibit process to grow our collection – relationships built and maintained during the exhibit process should turn into programming and collections opportunity.
 - b. Dedicate staff and intern time to collect record, report data and derive statics on how visitors use the building and visit the exhibit spaces.
 - Recognize that observations take time, and that if we can’t use intern or volunteer help than it does fall on staff to do this important work.
 - Require staff to spend a certain amount of time each week doing observations and identify what tasks will need to be cut to facilitate that time.
 - Utilize frontline staff to complete more formal observations including scheduling a full-time staff to assist during peak weekend times.
 - Integrate a visitor feedback mechanism into every exhibit and develop an incentive (such as a discount on admission or gift shop) to encourage people to take it on their own.
 - c. Critically review and make determinations regarding program options through patron evaluations.
 - Once we improve our survey process, make results available to all staff and regularly discuss ways to improve our services.
- 3. Continue to secure and foster new media relations with local radio, television and print sponsorship for in-kind promotions of exhibits while expanding strategic messaging on social media platforms.
- 4. Work in unison with the NPM Foundation
 - a. Support NPMF fundraising strategies.
 - b. Participate in quarterly planning sessions.
 - c. Build and execute annual marketing plan together.
 - d. Provide content and support process for research grant opportunities
- 5. Develop and implement a sustainable Education Program with lasting consumer impact.
 - a. Use the American Alliance of Museums 2020 Annual Survey of Museum Goers data to determine future programming.
 - Unite the exhibit and education programs together to meet goals of the annual surveys and the goals set forth in this document.
 - Integrate program planning into the exhibit development process
 - Think outside the box to create fun and relevant programs – find ways to make types of programs we (as a staff) would consider attending.
- 6. Strengthen, grow, enhance, and add community organization partnerships

- a. Meet with community stakeholders to determine changing consumer needs for viability of potential collaborators and exhibitions with NPM.
 - Ideas for this have been expressed in the above points, but to summarize seek out representation from all the diverse groups in our community and foster relationships with them now before there is a need, rather than when we have an ask.
- b. Continue Public Archaeology Program and STEM-based learning opportunities with Brown County partners.
- c. Mature long-term relationships with the 8th Congregational District, Brown County Federation of Organizations, Antiquarians, Art Colony, NWTC Artesian Center, Green Bay Public Schools Fine Art Institute, Northeastern Wisconsin Art Educators Association, UWGB Film Society, Geology Club, and Astronomical Society.
- d. Review Guest Services policies and procedures and for increasing promotion of room rentals and hosting events post Covid-19 Pandemic.

Initiative: Digital Media and Technology

Goal: Prioritize projects and time to achieve significant accomplishment in the areas of launching a mobile website, photo negative scanning, cataloging, caption writing and uploading as well as 3-d artifact cataloging.

Strategies:

1. Museum staff will utilize new opportunities with converting Past Perfect Collections Management Database from server to web based and hosted.
 - a. This will allow for Brown County Collections much more publicly accessible through improved research request techniques and online search functions such as Classroom Distance Learning, virtual exhibits and online collections.
2. Create incentive and promotion plan for commercial use of Museum digital image collections.
3. Develop marketing plan to increase online sales for "Snapshots in Time: Historic Images" online photo sales
4. Create a digital learning program comprised of online resources for parents, teachers, and the general public to virtually experience the museum's collection.
 - a. Create video series that population the museum's YouTube page and that can be featured on social media platforms
 - Ultimately create three "series" – the Museum Minute dedicated to strange, odd, or unique artifact stories; an education-based series designed specifically for a classroom audience based on teacher input; and a still-figuring-it-out series that looks at artifacts that represent the diverse groups in our community with a focus on recent acquisitions and also serves as a way to drive collections acquisitions.

- b. Bolster the museum's existing "blog" into a series of articles on our most sought-after artifacts and stories based on format of new website
- c. Create a series of short "infomercials" advertising the types of programs we offer, particularly the classroom programs and new Mystery Box activity.

Initiative: AAM Accreditation Self Study- Accreditation is: A Mark of Distinction and Peer-based validation that our museum is meeting professional standards for education, public service and collections care.

Goal: *Museums are required to undergo reaccreditation every ten years. In 2021 finalize staff work plan for American Association of Museums re-accreditation self-study due July 1, 2022.

Strategies:

1. Review, update and gain approval from the Governing Board, Education and Recreation and County Board of the museum's five Core Documents. The Core Documents must meet standards and reflect current practice. The standards and resources to strengthen the documents are available on the AAM website. These five Core Documents will get scrutiny as part of the accreditation process:
 - a. Mission Statement
 - b. Institutional Code of Ethics
 - c. Strategic Institutional Plan
 - d. Disaster Preparedness/Emergency Response Plan
 - e. Collections Management Policy
2. Submit Online Self-Study: The reaccreditation Self-Study is streamlined; it asks for data about finances, staffing, and facilities, then focuses on the museum's organizational health and its role in education, public service, and collections stewardship. but then focuses just on changes since the museum's last review.
3. Plan for Site Visit: budget for \$1700-\$2500, though actual costs vary
4. Wait for Accreditation Commission Decision
5. Repeat in 10 years

Resources

<https://www.aam-us.org/wp-content/uploads/2019/05/2019-Welcoming-Guidelines.pdf>

<https://www.uwgb.edu/pride-center/>

<https://www.uwgb.edu/mesa/>

<https://www.uwgb.edu/disability-services/>

<https://www.ywcamadison.org/what-were-doing/race-gender-equity/racial-justice-workshops/>

<https://www.raceforward.org/trainings>

<https://hbr.org/2017/07/two-types-of-diversity-training-that-really-work>

<https://downtowngreenbay.com/explore/services/community-organizations>

<https://greatnonprofits.org/city/green-bay/WI>

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Brown County



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

SUPERVISED RELEASE COMMITTEE

SUPERVISED RELEASE COMMITTEE

Meeting Minutes

Formed Pursuant to Wis. Stats. Sec. 980.08

Friday, September 11, 2020

2:30 PM

ROOM 200, NORTHERN BUILDING

- I. Call Meeting to Order. By Sam Wagner at 2:30 pm.
 - II. Roll Call and Establishment of Quorum-established.
 - a. Present: Samantha Wagner, Mick Chase, Alyssa Liebergen, Eliza Killian (for Ian Agar) and Devin Yoder
 - b. Public Present: Terri and Randy Fenske
 - III. Approve/Modify Agenda. Motion to approve agenda for Eliza Killian and seconded by Devin Yoder. Approved.
 - IV. Approve/Modify Minutes of Last Meeting (Attached). Motion to approve agenda for Eliza Killian and seconded by Devin Yoder. Approved.
 - V. Public Comment: No Comment
-
1. Closed Session – Discussion of Specific Supervised Release Cases, as follows:
 - a. **OPEN SESSION:** Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to: 1. Wis. Stats. Sec. 19.85(1)(a), i.e. conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; and 2. Wis. Stats. Sec. 19.85(1)(f), i.e. considering financial, medical, social or personal histories of specific persons, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, in particular, to discuss and apply confidential information and statutory factors to specific offender cases to develop potential placements for supervised release per Wis. Stat. Sec. 980.08(4)(dm).

A motion to go into closed session was made by Devin Yoder and seconded by Mick Chase at and the committee moved into closed session, the public leaving the room and the door being closed to conduct necessary business.
 - b. **CONVENE INTO CLOSED SESSION:** Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Supervised Release Committee shall convene into closed session to discuss Specific Supervised Release Cases, including discussing and applying confidential information and statutory factors to Specific Supervised Release cases to develop potential placements for supervised release per Wis. Stat. Sec. 980.08(4)(dm).

After discussion of relevant business a motion to move into open session was made by Devin Yoder and seconded by Eliza Killian and agreed on unanimously. The door was opened and the public allowed access back into the meeting room.
 - c. **RECONVENE INTO OPEN SESSION:** The Supervised Release Committee shall reconvene into open session for possible voting and/or other action resulting from discussing and applying confidential information and statutory factors to Specific Supervised Release cases to develop potential placements for supervised release per Wis. Stat. Sec. 980.08(4)(dm).
 2. Possible Vote on Property. A motion was made by Devin Yoder and seconded by Eliza Killian to postpone a decision on recommending a property to DHS. Approved.

3. Discussion of Items for Next Agenda. Consideration of selection of Property purchase required to meet committees needs.
4. Adjourn. A motion to adjourn was made by Devin Yoder and seconded by Mick Chase and passed unanimously. Next meeting is on September 18, 2020 at 2:30pm, in Room 200 of the Northern Building, the committee meeting virtually at that time.

- Submitted by Devin Yoder and Samantha Wagner